

**OFFICE OF GOVERNMENTAL ACCOUNTABILITY
OFFICE OF THE EXECUTIVE ADMINISTRATOR
JOB OPPORTUNITY**

INFORMATION TECHNOLOGY MANAGER 1 (JOB CLASS 1561) PCN 83332

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 18-20 Trinity St., Hartford, CT Refer to www.ct.gov/oea for a description of the agency

Hours: 40 per week Full Time

Salary: MP-66 \$90,282 - \$123,104 annual*

Closing Date: December 15, 2014--must be received no later than 5:00 pm

About us and our need:

The Office of Governmental Accountability (OGA) was established to provide administrative and business office functions for nine consolidated state agencies. The Office of the Executive Administrator supports the mission of each consolidated unit by providing human resources and fiscal/administrative management, including information technology services associated with those functions. The Executive Administrator needs a broadly-skilled IT professional to manage its information technology services, which includes overseeing a multi-server environment with LAN and WAN technologies as well as planning, integrating, installing and maintaining computer software and network/hardware devices.

Required General Experience:

Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning.

Special Experience:

Three (3) years of the General Experience must have been in a lead capacity. Note: For State Employees, this is interpreted to be at the level of an Information Technology Analyst 3.

Allowable Substitutions:

1. College training in computer science, management information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
2. A Master's Degree in computer science, management information systems or a closely related field may be substituted for one (1) additional year of the General Experience.
3. For State Employees, four (4) years of experience as a Computer Operations Supervisor may be substituted for the Special Experience.

Preferred Skills and Experience:

- Considerable knowledge of information systems architecture.
- Experience maintaining a multi-server environment with LAN and WAN technologies.
- Experience with CISCO switches and networking protocols (TCP/IP).
- Experience planning, integrating, installing and maintaining computer software and/or network/hardware devices.
- The ability to ensure network connectivity and functionality during core business hours.
- Extensive experience with MS Windows Server 2012 and Hyper-V.
- Extensive experience with VMware virtualization with vSphere 5.1 /5.5.
- Considerable SQL server administration experience with MS SQL 2012.
- Experience with DELL AppAssure backup solution and Symantec Backup Exec.
- Experience with LegalFiles or similar case management and document generation system.
- Strong project management skills.
- Strong communication skills written and oral.
- The ability to excel in a fast-paced team environment.

***(new hires to State service start at the minimum of the salary range)**

Example of Duties: IT security, data integrity, network design:

Manages IT systems, security, data integrity, network design offsite disaster recovery, IT procurement, bids, contracts, vendor and consultant management, mobile devices and any wireless connectivity; Plans, directs, organizes, coordinates and manages all activities of the IT department, including supervising the work of subordinate staff; Develops plans for future utilization of information technology services across a complex organizational structure ensuring the development of high quality, low-cost technology solutions; Directs the implementation and testing of software patches and version upgrades. Works with users to identify business requirements; Develops, implements and evaluates unit goals and objectives consistent with the agency's mission and policies; Manages IT professionals by encouraging development of their skills and competencies, providing opportunities for training and managing their performance plans.

Application Instructions:

Qualified candidates must submit a cover letter, describing your suitability for the position, resume, and the required CT-HR-12 State Employees Application, available online at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf to:

OFFICE OF GOVERNMENTAL ACCOUNTABILITY--Human Resources Department
18-20 Trinity St. 5th Floor
Hartford, CT 06106

Preferred method of submission: by secure Fax to 860-622-4927 OR attached to e-mail sent to OGA.HR@ct.gov
Refer to PCN 83332.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.